

Overview

The entire application procedure is completed online and all application documents are uploaded on the website starting from the application period for Summer Semester 2020. This document serves to guide you through the online application process.

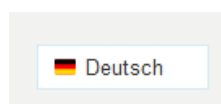
Required Documents

- **Your undergraduate diploma (bachelor's or equivalent) – if already available**
- **Your undergraduate transcript of records showing all courses and credits taken and all grades/marks obtained as well as the final/current overall average grade**
- **Your English proficiency test score**
- **A curriculum vitae or résumé**
- **An APS certificate (only for applicants who have studied in China, Mongolia and Vietnam)**

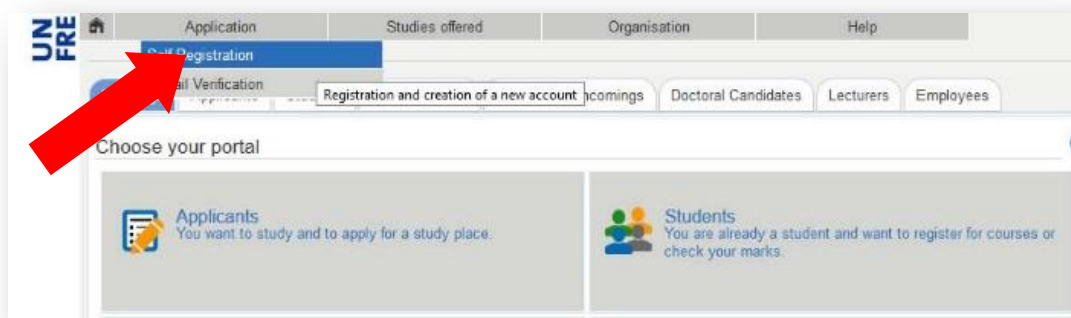
Make sure you have **jpg or pdf files** of these documents before starting with the online application. If you want to upload scanned documents, you'll have to scan them **in color**.

Register online

- Go to the Campus Management – HISinONE website of the University of Freiburg: <https://campus.uni-freiburg.de>
- Change the language preference of the website to English by scrolling down and clicking on the following tab at the bottom right hand corner of the page



- Select: Application > Self Registration



E-Mail verification

- After you registered successfully, you will receive an e-mail with a verification link. Please click on the verification link.
- After clicking on the verification link you will get to the start page of the application portal where you have to enter
 - the user name stated in the verification e-mail
 - the password you chose during the registration

E-Mail Verification

i Your verification was successful.
Please sign in with the username (not with your e-mail address) you received by e-mail and your password.

User name

Password

Fill in the online application form


- Select: Start Application

Bewerbung Studienplatz Sprachtest Anglistik Datenerfassung Promotion

Recently used ⬆

There are no entries yet.

Your Applications ⬆

 **Start Application**
You can apply for admission to several degree programs at the University of Freiburg.

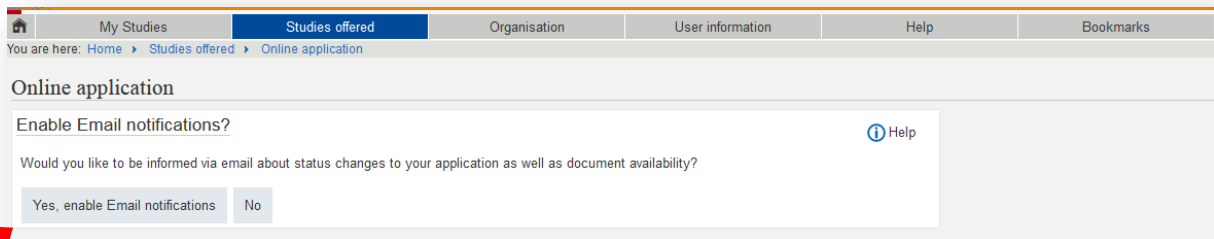
Functions for students not usable with an applicant's account ⬆

If you would like to use student functions, you must sign in with your **Uni-Account** (which you manage through [myAccount](#) Ⓐ).

If you sign in with a potentially existing **applicant's account**, you cannot switch into the "Studieren" role and therefore cannot use student functions.

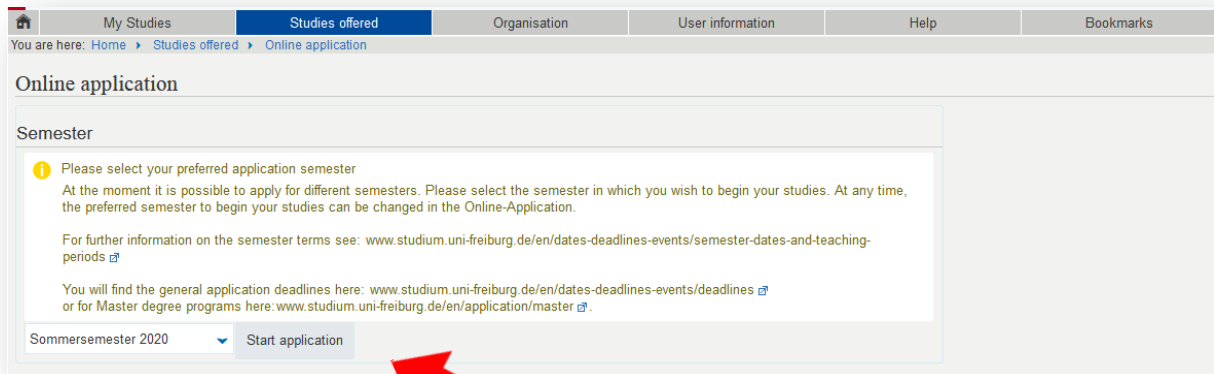
Please note: After setting up a new Uni-Account, it may take up to two days before you can sign into HISinOne with that account.

- Enable email notifications if you wish to receive notifications by email (Highly recommended).



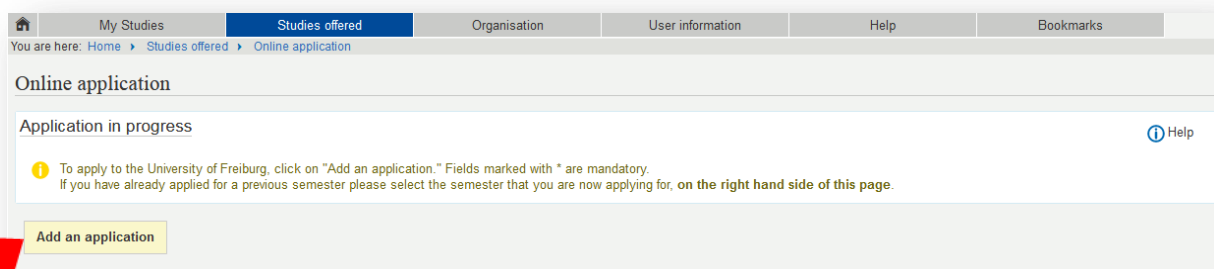
The screenshot shows the 'Online application' page with a navigation bar at the top containing 'My Studies', 'Studies offered', 'Organisation', 'User information', 'Help', and 'Bookmarks'. Below the navigation bar, the page title is 'Online application'. The main content area is titled 'Enable Email notifications?' and contains the question: 'Would you like to be informed via email about status changes to your application as well as document availability?'. There are two buttons: 'Yes, enable Email notifications' and 'No'. A red arrow points to the 'Yes, enable Email notifications' button.

- Select the semester in which you would like to start your studies and click on *Start Application*.
(Non EU nationals can apply from October to 15 December for the coming summer semester and from March to 31 May for the coming winter semester; EU nationals can apply from October to 15 January for the coming summer semester and from March to 15 July for the coming winter semester).



The screenshot shows the 'Online application' page with a navigation bar at the top containing 'My Studies', 'Studies offered', 'Organisation', 'User information', 'Help', and 'Bookmarks'. Below the navigation bar, the page title is 'Online application'. The main content area is titled 'Semester' and contains an information icon and the text: 'Please select your preferred application semester. At the moment it is possible to apply for different semesters. Please select the semester in which you wish to begin your studies. At any time, the preferred semester to begin your studies can be changed in the Online-Application. For further information on the semester terms see: www.studium.uni-freiburg.de/en/dates-deadlines-events/semester-dates-and-teaching-periods. You will find the general application deadlines here: www.studium.uni-freiburg.de/en/dates-deadlines-events/deadlines or for Master degree programs here: www.studium.uni-freiburg.de/en/application/master.' Below the text, there is a dropdown menu showing 'Sommersemester 2020' and a 'Start application' button. A red arrow points to the 'Start application' button.

- Select Add an application



The screenshot shows the 'Online application' page with a navigation bar at the top containing 'My Studies', 'Studies offered', 'Organisation', 'User information', 'Help', and 'Bookmarks'. Below the navigation bar, the page title is 'Online application'. The main content area is titled 'Application in progress' and contains an information icon and the text: 'To apply to the University of Freiburg, click on "Add an application." Fields marked with * are mandatory. If you have already applied for a previous semester please select the semester that you are now applying for, on the right hand side of this page.' Below the text, there is a yellow 'Add an application' button. A red arrow points to the 'Add an application' button.

- Select your desired degree program

Degree: Master of Science

Field of Study: Informatik/Computer Science

(the other fields on this page will be filled automatically)

Your desired degree program

i Please complete the compulsory fields before clicking "Next". For valid combinations of fields for the Bachelor of Arts degree, please have a look at the following web address: https://www.geko.uni-freiburg.de/studiengaenge/bachelor/bachelor2011/copy_of_faecherkombinationen1617.pdf

Valid combinations of fields for polyvalent dual-major bachelor's degree program (with secondary-school teaching degree option): <https://www.slb.uni-freiburg.de/das-lehramtsstudium/polyvalenter-bachelor/lehramtsbezogenes-bachelorstudium#section-1>

You can find valid combinations of fields for Bachelor of Science on the websites of the individual fields: <https://www.studium.uni-freiburg.de/de/studienangebot/bachelor-und-staatsexamen>

If you want to apply for the Bachelor program in Liberal Arts and Science, select "Bachelor".

* Degree Master of Science

* Major/Minor Major

* Field of study Informatik/Computer Science

* Form of studies Consecutive Master programme

* Course of study Master of Science, Informatik/Computer Science, Hauptfach, PO 2020

* Which study semester do you wish to begin your studies in? 1. subject related semester

Type of Admission With special prerequisites for admission

Next

Previous university studies

- Please enter the study field of your bachelor's, the name of the university or college at which you studied your bachelor's, the start and end dates of your bachelor's, and the type of bachelor's degree.

My Studies | **Studies offered** | Organisation | User information | Help | Bookmarks

You are here: Home > Studies offered > Online application

Online application

1. Request: Master of Science, Informatik/Computer Science, Hauptfach, PO 2020

Previous university studies (Master of Science, Informatik/Computer Science, Hauptfach, PO 2020 1. FS)

i .

* Study course

* University or college

* Studies from

i value must be month/year (MM/YYYY), for example 08/2015

* to

* Degree

Other

- If you have already completed (or started) several degree programs or changed the university, please click on *Add Previous university studies* to enter an additional stage of your university career.

Current state of university degree

Online application

1. Request: Master of Science, Informatik/Computer Science, Hauptfach, PO 2020 Go to overview

Current state of university degree (Master of Science, Informatik/Computer Science, Hauptfach, PO 2020 1. FS)

1. * Current state of university degree

* Please name the degree and subject(s) you study/studied

(Expected) date of completion

* Name of University / Higher Education Institution

* Country

2. **Grade**

* Final grade or current grade average according to the German grading system (0 = not applicable or grade not (yet) available)

Final Grade or current grade average in an international grading system if applicable

Please add the grading scale of your international grading system from the highest possible mark to the minimum pass mark

3. **Please upload the following documents here!**

Current or final Transcript of Records including a course list with the corresponding grades (The document must be in German, English or French. Otherwise, please upload additionally an officially certified translation into German or English below):

* Current or final Transcript of Records Keine Datei ausgewählt.

No documents found.

Translation of current or final Transcript of Records including course list with corresponding grades – ONLY if the original Transcript of Records is not in German, English or French:

Translation of Transcript of Records, if required Keine Datei ausgewählt.

No documents found.

Original diploma certificate if available (The document must be in German, English or French. Otherwise, please upload additionally an officially certified translation into German or English below)

Original diploma certificate, if available Keine Datei ausgewählt. ⓘ

No documents found.

Translation of current or final diploma certificate – ONLY if the original diploma certificate is not in German, English or French.

Translation of current or final diploma certificate, if required

1. Here, the degree, study field and university name have to be entered once again, because this section only refers to your most recent or currently ongoing degree.
2. **Grade:** If you did not obtain your degree from a German university enter **0** in the field “* *Final grade or current grade average according to the German grading system*”. In the next field you can enter your grade in the grading systems used at your university. For the third field under *Grade*, please indicate your grading scale, i.e. the range of grades used at your previous university. The highest grade should come first and the lowest grade should come after (e.g. 4.0 – 1.0).
3. **Upload:** After that, please upload your current or final transcript of records and (if available) your diploma.

Variation A: Previous studies have been finished, diploma has been issued

- In this case you can just upload your transcript of records and your diploma.

Variation B: Previous studies have been finished, but the diploma has not been issued yet

- In this case you need to upload an additional document (e.g. letter from examinations office) from your university confirming the completion of study and your final grade (if not included in your transcript)

The screenshot shows a web interface for an online application. At the top, there is a navigation bar with tabs: 'My Studies', 'Studies offered' (selected), 'Organisation', 'User information', 'Help', and 'Bookmarks'. Below the navigation bar, the breadcrumb trail reads 'You are here: Home > Studies offered > Online application'. The main heading is 'Online application'. Below this, the request is identified as '1. Request: Master of Science, Informatik/Computer Science, Hauptfach, PO 2020'. A 'Go to overview' link is visible. The main content area states: 'Previous study has been finished but the diploma hasn't been issued yet – further documents (upload): (Master of Science, Informatik/Computer Science, Hauptfach, PO 2020 1. FS)'. An information icon (i) is followed by the text: 'If you do not obtain a diploma, you must upload the following documents: Confirmation from the university confirming the completion of the study programme and the final grade (if not stated in the transcript of records)'. Below this text is a search box containing 'Durchsuchen...' and 'Keine Datei ausgewählt.'. A second information icon (i) is followed by the text: 'No documents found.'. At the bottom of the form, there are 'Back' and 'Next' buttons.

Variation C: Previous studies have not been finished yet

- If you selected *I have not finished my previous studies* you will be led to this page:

The screenshot shows a web interface for an online application. At the top, there is a navigation bar with tabs: 'My Studies', 'Studies offered' (selected), 'Organisation', 'User information', 'Help', and 'Bookmarks'. Below the navigation bar, the breadcrumb trail reads 'You are here: Home > Studies offered > Online application'. The main heading is 'Online application'. Below this, the request is identified as '1. Request: Master of Science, Informatik/Computer Science, Hauptfach, PO 2020'. A 'Go to overview' link is visible. The main content area states: 'Previous studies have not been finished yet – further documents: (Master of Science, Informatik/Computer Science, Hauptfach, PO 2020 1. FS)'. An information icon (i) is followed by the text: 'If you have not completed your previous studies yet, please upload the following documents, ONLY if not stated in the transcript of records:'. Below this text, there are three separate document upload sections. Each section consists of a text prompt, a search box containing 'Durchsuchen...', and 'Keine Datei ausgewählt.'. The prompts are: 'Confirmation from the university about the total number of credits obtained so far (if not stated in the transcript of records)', 'Confirmation from the university about the grading of the final thesis (if applicable and if not stated in the transcript of records)', and 'Confirmation from the university about submission, declaration or registration of the final thesis (if applicable and if not stated in the transcript of records)'. Each section is followed by an information icon (i) and the text: 'No documents found.'. At the bottom of the form, there are 'Back' and 'Next' buttons.

- In this case you have to upload a confirmation from your university (letter from the examinations office or registry) of the following information, ONLY if not stated on your transcript of records
 - Confirmation about the total number of credits obtained so far
 - Confirmation about the grading of the final thesis
 - Confirmation about the submission, declaration or registration of the final thesis

If your university does not provide this kind of information it is also sufficient to upload (to one of these fields) a confirmation letter from the university stating your expected date of completion.

APS

- If you have a Chinese, Mongolian or Vietnamese degree, you need to upload your APS certificate.

English language proficiency

- The required English proficiency level for this program is C1. If your English proficiency level should be lower than C1, you will need a C1 level in German.
- If you are a native English speaker, please select *native speaker* in the first two fields and upload a copy of your passport.

Click [here](#) to check which CEFR level your test result corresponds to.

The screenshot shows a web application interface for an online application. The navigation bar includes 'My Studies', 'Studies offered' (selected), 'Organisation', 'User information', 'Help', and 'Bookmarks'. The breadcrumb trail reads 'You are here: Home > Studies offered > Online application'. The main heading is 'Online application'. Below it, the request is identified as '1. Request: Master of Science, Informatik/Computer Science, Hauptfach, PO 2020'. A 'Go to overview' link is present. The section title is 'English Language skills (with upload) (Master of Science, Informatik/Computer Science, Hauptfach, PO 2020 1. FS)'. The form contains several fields: a dropdown for 'Level of proficiency according to the Common European Reference Frame (CEFR)', a dropdown for 'Certified proof of language proficiency (multiple choice is possible)' with options like TOEFL (internet-based), TOEFL (computer-based), TOEFL (paper-based), IELTS, and OOFT; an 'Other (if not listed above)' text field; a 'Test result' text field; a section for document uploads with a message 'Please upload the following documents here:' and a specific field for 'Language certificate' with a search button and the text 'Keine Datei ausgewählt.'; and a status message 'No documents found.' at the bottom. Navigation buttons 'Back' and 'Next' are at the very bottom.

German language proficiency

German proficiency is only required if your English proficiency is lower than C1.

- If you don't have any German proficiency or don't know your CEFR level, just select *none* (in both fields!) and click *next*.
- If your English proficiency should be lower than C1, you will need to enter your German proficiency level here and upload a German language certificate.

German proficiency (Master of Science, Embedded Systems Engineering, Hauptfach, PO 2012 1. FS)

i According to the Common European Framework of Reference for Languages [↗](#).
For more information please check the website of the program or of the Common European Framework of Reference for Languages (German website) [↗](#).

* Level

* Officially authenticated language certificates
DSU - Deutsches Sprachdiplom der Kultusministerkonferenz
telc C1 Hochschule
German higher education entrance qualification
Other
Native Language

Other language certificate (if not listed above)

test result / grade

i Please upload the following documents here:

Language certificate

i No documents found.

Other Application Documents

1. **i** Now please upload the following documents:

* Curriculum vitae or résumé

i No documents found.

2. **i** Other documents (optional), for example recommendation letter, motivation letter, GRE score, ranking certificate.

Other documents (optional)

i No documents found.

How did you hear about this program?

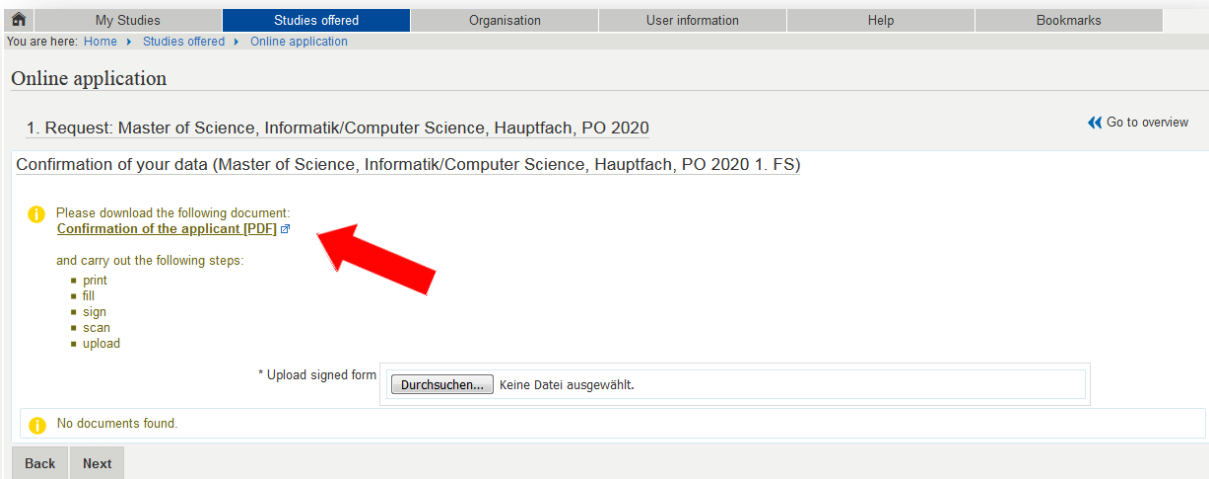
How did you hear about this program? Web page:

i Declaration by the applicant:
* I declare that all statements concerning study periods and degrees are correct.

1. **Upload CV:** The following field is to upload your CV (mandatory).
2. **Other documents:** Here you can upload some optional application documents, such as a motivation letter, recommendation letters, a GRE score etc. Please note that you can only upload ONE file. That means, if you want to upload several optional documents, you will have to merge them into one file.

Confirmation of your data

- **Important!** Download the document *Confirmation of the applicant*, print it out and sign it. Scan and upload the signed form
- We will not be able to process your application without the signed uploaded form.



The screenshot shows a web interface for an online application. At the top, there are navigation tabs: 'My Studies', 'Studies offered' (selected), 'Organisation', 'User information', 'Help', and 'Bookmarks'. Below the tabs, the breadcrumb path is 'You are here: Home > Studies offered > Online application'. The main heading is 'Online application'. Underneath, it says '1. Request: Master of Science, Informatik/Computer Science, Hauptfach, PO 2020' with a 'Go to overview' link. The section title is 'Confirmation of your data (Master of Science, Informatik/Computer Science, Hauptfach, PO 2020 1. FS)'. An information icon (i) is followed by the text: 'Please download the following document: [Confirmation of the applicant \[PDF\]](#)'. Below this, it says 'and carry out the following steps:' followed by a list: 'print', 'fill', 'sign', 'scan', 'upload'. A red arrow points to the PDF link. Below the list, there is a label '* Upload signed form' and a file upload area with a 'Durchsuchen...' button and the text 'Keine Datei ausgewählt.'. At the bottom, there is a message 'No documents found.' and 'Back' and 'Next' buttons.

Submit application

- You will now see a page with an overview of your application.
- **Scroll down** and make sure all your data and documents are correct.
- Confirm that your application is correct by checking the box and select **submit application**



The screenshot shows a confirmation page titled 'Confirm statements and submit application form for admission'. It contains the text 'I hereby confirm that the data entered is correct.' followed by a checked checkbox. Below this, there are two buttons: 'Back' and 'Submit application'. A red arrow points to the checked checkbox.

Submitted applications

- Well done! You have successfully completed your application
- You can print a copy of your application for your own records by selecting the *pdf print application* tab

Submitted applications Help

Application Application status: submitted

Master of Science, Informatik/Computer Science, Hauptfach, PO 2020, 1. subject related semester With special prerequisites for admission Status: submitted

[Print application](#) [Show details](#) [Cancel and edit request](#) [Cancel application](#)

⚠ You have submitted your Application to the University of Freiburg

- Save or print the data control sheet for your own reference.
- When you cancel and edit your application and then re-submit it, please save / print the new data control sheet.
- You are not required to send in any paper documents to the university (Exception: If you are applying for M.A.Social Science please adhere to the requirements listed in the column on the right hand side of this page). If you are admitted for a course of study you must provide **originals** or **officially certified copies** of all applicable application documents for matriculation at the University of Freiburg.
- When the status of your application has changed, you will receive an automatic e-mail message informing you about that. The next time you login to the application portal, you will see what has changed and if any action is required from your side.
- Letters of acceptance and rejection for the undergraduate programs are sent out by the university in August for applications for the winter semester and in February for applications for the summer semester (this does not necessarily apply in the case of master's programs). For postgraduate programs the letters of acceptance will be sent out approx. 4-6 weeks after the application deadline.

📌 Important for international applicants for Bachelor or State Examination degree programs (this doesn't apply to Master degree programs)

- You may only submit one application including one or more fields of study with restrictive admissions.
- If you have already submitted an application including one or more fields of study with restrictive admissions, you may begin another application including one or more fields with restrictive admissions but cannot submit it. This is why the 'Submit application' button is inactive on this page as well as on the 'Further details' page.

Further admission procedure

You do not have to send any documents by post or e-mail.

Once the coordinator has reviewed your online application, she will confirm whether it is complete.

The admissions committee usually meets 4-5 weeks after the application deadline. You will be informed about the result of your application by e-mail at latest a week after the meeting of the admissions committee.

If you should have any questions or doubts, please feel free to contact studienkoordination@tf.uni-freiburg.de.